

ACTIVEXPRESSION



Quick Start Guide



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WELCOME TO ACTIVEXPRESSION

Activexpression is the next, exciting development in real-time, learner-response technology. Use Activexpression to find out what your students think. Save those responses and you have a record of what your students thought at a given time.

Each student can:

- ✶ Input their thoughts as text, which can be displayed to everyone via a projected image
- ✶ Input numbers - the answers can be reviewed in a number of ways
- ✶ Answer multiple choice questions
- ✶ Answer true/false and yes/no questions
- ✶ Sort lists - in numerical or alphabetical order
- ✶ Gauge how much students agree or disagree; find out how confident they are about a topic

... and this is only the starting point for the many ways in which you can use Activexpression.

What is this manual?

This quick start guide takes you through the process of installing Activexpression, registering your Activexpression devices and using the Activexpression program.

What is supplied with Activexpression?

Activhub with holder and cable
Software installation CD and set-up/demo DVD
Activexpression devices
Activexpression Quick Start Guide

ACTIVEXPRESSION: FIRST STEPS

These are the first steps needed to get started with Activexpression.

1. Existing Activprimary or Activstudio users only: update Activstudio or Activprimary.
2. Install the Activexpression software.
3. Plug in the Activhub.

1. Update Activstudio or Activprimary

This step is only necessary if you already have Activprimary or Activstudio on your computer.

Version 3 users: On the dashboard, select the Support tab and click 'Check for Update'

Pre-version 3 Users: Visit www.prometheanworld.com. Select **Support>Software Upgrades**. Follow the instructions on-screen.

2. Install the Activexpression software

Windows

1. Place the application CD in the CD-ROM drive.
2. If the CD-ROM runs automatically, follow the on-screen instructions to install the software. If the CD-ROM doesn't run automatically, from your desktop select **Start>Run**. In the Run box type the drive letter that contains the CD follow by \menu.exe. For example d:\menu.exe. Click OK.

Mac

1. Place the application CD in your computer's CD-ROM drive.
2. Double-click the Activsoftware Expression Edition installer icon which appears on your desktop.
3. Double-click the .mpkg file.
4. Follow the on-screen instructions to install the software.
5. The software is installed in **Go>Applications>Promethean>Activexpression**. Drag the Activsoftware Expression Edition icon onto the dock.

NOTE: Check the Support section of www.prometheanworld.com for Activexpression software upgrades.

3. Plug in the Activhub

The Activhub is needed to communicate between Activexpression devices and your computer. Make sure, therefore, that your Activhub is plugged in before using Activexpression.



Insert the Activhub into a USB socket on your computer.

A green light will flash to show the Activhub is working.

Activexpression devices are registered on the Activhub, so you can take the Activhub to another computer and use the same set of devices without reregistering them.

Optional tips for best use of the Activhub

Connect the USB Activhub to the 1.8m (6ft) cable, place in the holder and position in clear view of the devices.

Raise the antenna as shown in the image.

YOUR ACTIVEXPRESSION DEVICE EXPLAINED



- 1 Hot keys.** Use these to select options displayed on screen.
- 2 On/Off button.** Press and hold this button to switch the device on or off.
- 3 a/A/1.** Toggle between lower case, upper case and number input.
- 4 Delete.**
- 5 Menu/symbol key.** Use to register the device and to access a range of character symbols.
- 6 Enter.**

REGISTER THE ACTIVEXPRESSION DEVICES

Here we explain two techniques

- Register a complete set of devices
- Add more Activexpression devices to your current list of devices

Register a complete set of devices

Here we show you how to register a full set of devices, deleting any devices you currently have registered.

Devices are registered on the Activhub, so make sure your Activhub is plugged in.



1. Open the Activexpression software. Click the Registration button on the Main toolbox.
2. The Device Register box opens. Click 'Activhub' under the 'Device' heading.
3. Click **Action>Full Registration**. If devices are registered, you are told that currently registered devices will be cleared. Click OK. A Full Registration box opens.
4. In the Full Registration box, click the arrows to select the number of devices you want to register.
5. Select the Named checkbox.

NOTE: When you select Named, users can input their name along with the code. If you don't select Named, users only have to input a code.

6. Click OK. You are given the option to limit the name style. Click OK.
7. A PIN number appears on screen.

Activexpression devices

1. Press and hold the on/off button (see page 8 for diagram) to switch the devices on.
2. Press the Menu button in the bottom right of the device.
3. Options appear on the device's screen. Select the appropriate hot key for the Register option.
4. Type the PIN number into each device using the hot keys.
5. Type a name using the keypad. The keypad works just like a mobile phone. Use the a/A/1 button on the bottom left of the device to change case.
6. Press the Send hot key to finish registering the device.

When all devices are registered they appear in the Device Registration box.

Add more Activexpression devices to your current list

If you don't want to delete the currently registered devices, use this method to register more devices.



1. Open the Activexpression software. Click the Registration button on the Main toolbox.
2. The Device Register box opens.
3. Click 'Activexpressions' under the 'Device' heading.
4. Click **Action>Top-Up Registration**. A Top-Up Registration box opens.
5. Click the arrows to select the number of devices you want to register. Click OK.
6. A PIN number appears on screen.

Activexpression devices

1. Switch on the Activexpression devices, using the on/off button.
2. Click the Menu button in the bottom right of the device. Options appear on the device's screen. Select the Register hotkey.
3. Type the PIN number into each device using the hot keys.

When all devices are registered they appear in the Device Registration box on the display.

NOTE: You have registered the Activexpression devices on the Activhub. You won't have to register these Activexpression devices again if you use the same Activhub on other computers.

RENAME DEVICES

Here we explain three ways.

- The class members rename their devices.
- The teacher automatically renames all devices.
- Rename individual devices.

With all three ways follow these instructions:



1. The Activhub must be plugged in and the relevant devices must be switched on and registered.
2. Open the software and select the Device Registration button to open the Device Registration box.

The class members rename their devices

1. In the Device Registration box, right-click 'Activexpressions'. Select End User Name.
2. Students are then prompted, on the device, to input and send the new name.

The teacher automatically renames all devices

1. In the Device Registration box, right-click 'Activexpressions'. Select Auto Name.
2. In the Auto Name box, enter a prefix of up to 12 characters. Click OK.

All devices registered on the Activhub will be given the prefix plus a number, for example, A1, A2, A3 etc.

Rename individual devices

1. Right-click a device in the Device Register box. Select Rename.
2. Type in the new name. Click OK. The new name is sent to the device.

NOTE: Right-click options also let you delete a device from the Activhub.

ACTIVEXPRESSION VOTES

Instant responses

Here we show you how to gain a response from your students on any question you want. You can vote on a completely blank flipchart page, or in response to any question or statement that is on the display.

With the Activhub plugged in and all the Activexpression devices registered:

Software

1. Open the Activexpression software.
2. Click the Express Poll icon on the Main toolbox.
The Express Question menu appears on screen. Click it.
3. Six voting options appear: Multiple choice; True-False; Sort in order; Likert; Text; Numeric. Select an option.
Further options depend on the type of vote you have chosen.

NOTE: If you select the wrong option, click the central button to go back a step.

4. When the voting controls appear, the vote begins.

Activexpression devices

1. Switch on the devices.
2. Read the Activexpression device for further instructions on the vote.

Software

When all votes are collected, the results are displayed in the Votes Results box.

1. In the Vote Results box, click the drop-down arrow to see a range of ways to view the results.

Close the Vote Results box and the Express Question menu.



Use the Express Question Wizard



You can use the Express Question Wizard to preset the expression options before the lesson. When you do this, you only have to click the Ask Question button to start the vote rather than use the Express Poll options.

Open a flipchart page.



1. Click the Express Question Wizard button in the Flipchart toolstrip.
2. In the box headed 'Enter question text', type your question.
3. Select the type of vote you want.
4. Further options depend on the type of question you select.
5. Select 'Replace page content using template' when you are given this option.
6. Select an appropriate template. Click Next and explore further options until you are prompted to finish.

NOTE: To create another question, click the Apply and Restart button.

3. Ask the wizard question

When you have already prepared the voting page using the Express Question Wizard, ask the question in the following way:



Software

1. Click the Ask Question On Current Flipchart Page button in the Flipchart toolstrip.

Activexpression devices

1. When the devices are switched on, the answer options appear on screen.
2. Read the device for further response options.

Software

1. When all responses have been received, the vote ends and the results are displayed.
2. In the Vote Results box, click the drop-down arrow to see a range of ways to view the results
3. Click the Paste button to paste the results on the flipchart.
4. Click the Close button to close the voting box.



OTHER FEATURES

Access voting results



When a vote has taken place and the Vote Results box has been closed, click the Results Browser icon to reopen the results. Every vote that has taken place on the flipchart is listed here.

Use an Activstudio or Activprimary flipchart in Activexpression



Flipcharts created in Activstudio or Activprimary can be opened in Activexpression. You can use the Express Question Wizard to preset response options for these flipcharts. To do this, select the option 'Do not modify flipchart page' at the appropriate point as you work through the wizard.

NOTE: Once opened and saved in Activexpression, flipcharts cannot be reopened in Activstudio or Activprimary.

Activexpression and other programs

You can ask Activexpression questions while any other program is open.



1. Open any program and set up the display for the vote.
2. Open Activexpression.
3. Click the Express Poll icon. Select the response options.

Import ExamView® documents into Activexpression

ExamView® users can import ExamView® question banks and tests into Activexpression's flipchart format. Students can then answer the questions with their Activexpression devices.

NOTE: This technique works with ExamView® versions 4 and 5.

Prepare the ExamView® file

1. Open the question bank or test in ExamView®.
2. An option to export the file is available the File menu. Using the export option, save the file as an XML file. Note where you save the file.

Import into Activexpression

1. To open the import wizard, from your desktop, click **Start>All programs>Activsoftware>Expression Edition>ExamView® XML Importer**.
2. Follow the instructions on screen.

When the file has been imported, launch Activexpression and open the imported ExamView® document, which will now have a '.flipchart' file extension.

MAKE THE MOST OF ACTIVEXPRESSION

All-in-one response system

Activexpression is an all-in-one response system. Make the most of all the response options on offer.

Text answers

Take advantage of the ability to input text. You can type up to 120 characters. Your audience can contribute whole text messages using Activexpression.

Number options

Ask your students for instant answers. For example, ask your students to guess the year an event took place. How close will the average of their guesses be to the actual answer?

Explore the range of multiple choice options

Make the most of the wide range of multiple choice answers on offer. You can ask your students to give more than one answer, opening up the range of questions you can ask.

Collaborative learning

Pool a group's knowledge by asking them all to suggest one answer to a multi-answer question. For example: name the months of the year in French. See if everyone, together, can give all the answers.

Instant opinion gathering

A group can instantly fill you in on a huge range of subjects, from whether they understood a topic to what their favourite food is. You can analyze these results in a number of ways.

Find out what everyone knows

Groups can tell you what they already know about a subject before you begin a topic.

Give everyone a voice

Activexpression gives everyone in the room the opportunity to have their say simultaneously.

Keep records

Save the votes and export them to Excel®, so you have a record of how your students are progressing.

MORE INFORMATION

Help files and DVD

1. In Activexpression's software, click the Main Menu button.
 2. Select Help.
- A DVD is also distributed with Activexpression showing you how to get started with the devices.

Technical Support

Visit <http://prometheankb.com> for a range of articles.
An online form is available here for further queries.

Technical Support telephone

UK only 0844 855 2201
German language +49 (0) 201 8561355
France only 0826 621245
French language +44 (0) 1254 290 997
EMEA +44 (0) 1254 290 994
Americas English language +1-678-762-1800
Spanish language +1-678-762-8100
Asia-Pacific +86 (0) 755 2983 2826

Promethean Planet forum

Promethean Planet is a free online community designed with one goal - supporting teachers.



Visit: <http://www.prometheanplanet.com>

Promethean Learning

Free training courses are available for many of our products.



<http://www.prometheanlearning.com>.

COMPLIANCE:

United States of America

This device complies with Part 15 of the FCC rules. Operation is subject to two conditions:
This device may not cause harmful interference.

This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment, not expressly approved by Promethean, may void the user's authority to operate this equipment.

For non-intentional radio parts, this equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Canada:

This device complies with RSS-210 of Industry Canada and is subject to the following two conditions:

This device may not cause harmful interference.

This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this equipment not expressly approved by Promethean may void the user's authority to operate this equipment.

This Class B digital apparatus complies with Canadian ICES-003.

Europe:

The radio interface on this product is intended for use with other Promethean radio devices for operation in the following countries:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom

Declaration of Conformity statement:

A copy of the Declaration of Conformity is available on the software application CD. Should this not be available, please contact Promethean for a copy.



